

"C" SERIES

REQUEST FOR PROPOSED CONTRACT INFORMATION

PRODUCING AND DELIVERING THE
2012 IOWA ACTS AND THE 2013 IOWA CODE

C-1 REQUEST FORM

Issued: September 13, 2012

Due: September 24, 2012

Issued From:

Legislative Services Agency
State Capitol
Room G-01
Des Moines, Iowa 50319

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Issued To:

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I. INSTRUCTIONS

- A. General.** This Request Form (C-1) refers to two other documents: the Contract Form (C-2) which will be used as a model for terms and conditions of the contract for the production and delivery of two publications, the 2012 edition of the Iowa Acts (Acts) and the 2013 edition of the Iowa Code (Code) to be executed by the parties and the Appendix Form (C-3) which is part of the contract and includes standards and other detailed information related to the publications. These forms are based on documents used by the parties for the last three years to produce editions of the Iowa Acts, the Code Supplement, and the Iowa Code. For relevant definitions used throughout this document, see *Contract Form C-2*.
- B. Purposes.** The Agency is not issuing a Request for Proposals (RFP), but intends to execute a contract with the Contractor, assuming the parties can agree to its terms and conditions for the production and delivery of the Acts and Code. Note, this form assumes few changes will be made from the production and delivery of the 2011 edition of the Iowa Acts and the 2011 edition of the Iowa Code and Code Supplement. This form does request the Contractor to identify changes it proposes from the contract for the production and delivery of the 2011 edition of the Iowa Acts and the 2011 edition of the Iowa Code. This form also describes changes in the Agency's requirements for the production and delivery of these publications. The Agency is continuing its process to reform publication methods and operations which may affect how the Iowa Code is produced.
- C. Deadline.** The Contractor has until 4:00 p.m. on Monday, September 15th in order to deliver this completed Request Form to the Agency. Please deliver to Doug Adkisson by e-mail at the following address: doug.adkisson@legis.state.ia.us
- D. Communication to the Agency.** All communications to the Agency must be addressed to the appropriate contact persons as stipulated in Appendix F (C-3). A communication may be accomplished by telephone conversation, fax delivery, or e-mail to the Agency's contact person.



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II. BID AMOUNT INFORMATION

- A. General.** The bid amount is an estimate of the contract price which includes a base amount and adjustments or modifications to the base amount as provided in this part.
- B. Base Amount.** The base amount is an estimate of the contract price assuming that an adjustment will not be made as otherwise provided in this part.

Response Box 1

Base Amount and Breakdown of Base Amount Attributable to Production and Delivery of Publications

	Order	Page/ Signature Count	Bid Amount (Production Amount Plus Delivery Amount)	Bid Amount Broken Down		
				Item		Amounts
PUBLICATION	1,500	Pages: 1,248,000 Signatures: 39,000	<u>\$14,430.00</u>	Production	Production Amount	<u>\$ 13,189.00</u>
					Attributable to Paper Stock for Pages (Featherweight Opaque™).	<u>\$ 4,328.00</u>
				Delivery	Delivery Amount (including packing and shipping).	<u>\$ 1,241.00</u>
					<u>\$ 178.00</u> Attributable to Normal Delivery	<u>\$ 178.00</u>
					<u>\$ 773.00</u> Attributable to Special Delivery	<u>\$ 773.00</u>
PUBLICATION	3,800	Pages: 43,289,600 Signatures: 1,352,800	<u>\$309,358.00</u>	Production	Production Amount	<u>\$ 294,216.00</u>
					Attributable to Paper Stock for Pages (Featherweight Opaque™).	<u>\$ 131,553.00</u>
				Delivery	Delivery Amount (including packing and shipping).	<u>\$ 15,142.00</u>
					<u>\$ 9,652.00</u> Attributable to Normal Delivery	<u>\$ 9,652.00</u>
					<u>\$ 1,639.00</u> Attributable to Special Delivery	<u>\$ 1,639.00</u>



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- C. Adjustments to the Base Amount (Variables).** The base amount may be adjusted to account for a number of variables determined during the standard performance period for publication production that cannot be calculated at the time the contract is executed. *See Appendix A (C-3).*
- 1. Replacement Pages.** The Agency may request the replacement of an occasional digital proof page to correct its appearance or text because of issues related to the Agency's preparation of the composed pages. The Agency assumes that the Contractor will continue to incur the first \$300 for replacing digital proofs of a publication. The Agency also assumes that an additional default amount charged to the Agency by the Contractor will continue to apply.

Response Box 2
Base Price Adjusted Due to
Replacing Digital Proofs

Verify that the Contractor is charging the same default amount for replacing an occasional digital proof page.		Yes	<u>X</u>
		No	<u> </u>
Publication	Amount Per Hour (after the first \$300.00)		Complete this Portion Only if Responding <u>No</u> Above
	Default Amount	Change	
Acts	\$75.00 based on the 2011 edition of the Iowa Acts	\$ <u> </u>	
Code	\$75.00 based on the 2011 edition of the Iowa Code	\$ <u> </u>	



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2. **Actual Signature Count.** The Agency is currently calculating the number of pages and signatures for the publications. The number of pages and signatures for the Acts is relatively fixed, but may change after the execution of the contract. There is a greater possibility that the number of pages and signatures for the Iowa Code will need to be adjusted during the standard performance period for production. An adjustment to the base price is calculated on a signature or half signature basis.

Response Box 3 **Base Price Adjusted Due to an** **Increase/Decrease in the Signature Count**

	Signature Calculation	Estimated Number of Signatures	Amount	
			Per Publication	All Publications Per Order
Acts	Unadjusted	26 Per Publication/ 39,000 Per Order	\$ <u>9.62</u> Base Price + by No. of Ordered Books	\$ <u>14,430.00</u> Base Price
	Adjusted	Each Additional Full	Increased Amount \$ <u>0.23</u> Per Publication:	Increased Amount Per Order*: \$ <u>345.00</u>
		Each Additional Half	↑ \$ <u>0.11</u>	↑ \$ <u>165.00</u>
		Each Fewer Full	Decreased Amount \$ <u>0.23</u> Per Publication:	Decreased Amount Per Order*: \$ <u>345.00</u>
		Each Fewer Half	↑ \$ <u>0.11</u>	↑ \$ <u>165.00</u>
	Unadjusted	356 Per Publication/ 1,352,800 Per Order	\$ <u>81.41</u> Base Price + by No. of Ordered Publications	\$ <u>309,358.00</u> Base Price
Code	Adjusted	Each Additional Full	Increased Amount \$ <u>1.16</u> Per Publication:	Increased Amount Per Order*: \$ <u>4,408.00</u>
		Each Additional Half	↑ \$ <u>0.58</u>	↑ \$ <u>2,204.00</u>
		Each Fewer Full	Decreased Amount \$ <u>1.16</u> Per Publication:	Decreased Amount Per Order*: \$ <u>4,408.00</u>
		Each Fewer Half	↑ \$ <u>0.58</u>	↑ \$ <u>2,204.00</u>

*Increase or Decrease in Amount Per Publication x Number of Publications Ordered (not counting any overrun)



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3. **Actual Number of Publications Delivered (Overrun).** The Agency will adjust the base price specified in Response Box 1, or if necessary the adjusted base price specified in Response Box 2 or Response Box 3, to account for any number of up to 100 additional publications of an overrun which the Contractor delivers to the Agency during the standard performance period. The Agency assumes that the Contractor will continue to discount the base price (adjusted for a change in the signature count as provided in Response Box 3) for each publication produced and delivered as part of an overrun at the same default discount rate as applied for the 2011 edition of the Iowa Acts and the 2011 edition of the Iowa Code. See *Contract Form, Part IX (C-2)*.

Response Box 4
Additional Amount Adjusted Due to an Overrun

Is the Contractor charging the same default discount rate due to an overrun of up to 100 additional publications for the Acts and 100 additional publications for the Code?		Yes	<u> X </u>
		No	<u> </u>
Publication	Percentage Discount Rate		Complete this Portion Only if Responding <u> No </u> Above
	Default Discount Rate Per Publication	Change	
Acts	25% based on 2011 edition of the Acts	<u> </u> %	
Code	25% based on 2011 edition of the Iowa Code	<u> </u> %	



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4. **Statutes Enacted During an Extraordinary Session — Supplementary Pamphlets.** During a standard performance period, the General Assembly may meet in Extraordinary Session and enact statutes for publication in the Acts and the Code. The Agency may consequently deliver a separate set of composed pages to the Contractor in the same manner as provided during the standard performance period for the production and delivery of a supplementary pamphlet. The supplementary pamphlet for the Acts will be in the same format as the Acts and the supplementary pamphlet for the Code will be in the same format as the Code. The Agency assumes all of the following:
- a. **Production.** For production of the pamphlet, all of the following apply:
- (1) **Page and Signature Counts.** A pamphlet for the Acts or Code will consist of one 32-page signature.
 - (2) **Paper Stock for Page Paper.** The pamphlets will be composed of the same paper stock as the publications.
 - (3) **Page Composition and Printing Specifications.** The Agency shall determine the page composition and printing specifications for the publications. The font will be Imperial BT.
 - (4) **Construction Specifications.** A pamphlet will be produced as a sticky-back supplement similar to a pocket part in which the signatures and tag card stock with an adhesive backing are side-stitched together and adhered to the inside back cover of the publication as designated by the Agency.
 - (5) **Order.** The order of the contents for the Acts' pamphlet is the same order as for the Acts and the order of the contents for the Code's pamphlet is the same order as for the Code.
- b. **Delivery.** The pamphlets will be delivered to the same destinations as the publications.

Response Box 5

Base Price Adjusted Due to the Production and Delivery of a Supplementary Pamphlet

	Number of Pages/Signatures		Amount		Contractor Comments (Optional)
	Per Pamphlet	Per Order	Per Pamphlet	Per Order	
Publication	Acts	32/1	1,500	\$ 0.65	\$ 975.00
	Code	32/1	3,800	\$ 0.43	\$1,634.00



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- D. **Standards for Featherweight Opaque™.** The base amount assumes that the standards for Featherweight Opaque™ stock paper have not changed since the production of the 2011 edition of the Iowa Acts. See *Appendix A (C-3)*. If the standards have changed, forward a sample sheet of the paper stock to the Agency with this completed form.

Response Box 6

Standards for Featherweight Opaque™

Have the standards for the Featherweight Opaque™ stock paper changed since the production of the 2011 edition of the Iowa Acts? If yes, forward a sample sheet of the paper stock to the Agency with this completed form.								No	<u>X</u>
								Yes	_____
Acts/Code		Color/ Shade	Finish	Bright -ness	Opacity	Basis Weight	PPI	Archive	Complete this Portion Only if Responding <u>Yes</u> Above
	2011 Edition of Iowa Acts	Cream- White	English	85	90	30#	Ideal 943 Range 900- 950	pH neutral (content of 7 or 7.5)	
	Changes								



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E. Modifications to the Base Amount. The base amount may be modified to account for a number of variables to be determined prior to the execution of the contract. See *Appendix A (C-3)*.

- Alternative Page Paper.** If Featherweight Opaque™ paper stock is unavailable for use in the production of page paper, the Agency will accept an alternative paper stock. If the paper stock is not available, forward a sample sheet of the alternative paper stock to the Agency with this completed form.

Response Box 7 **Alternative Paper Stock for Page Paper**

Does the Contractor recommend using an alternative paper stock for use to produce page paper?					No	<u>X</u>
					Yes	<u> </u>
Acts/Code	Brand	No. of Weeks to Receive Paper Stock	Adjusted Base Price			Complete this Portion Only if Responding <u>Yes</u> Above
	<u> </u>	<u> </u>	No	<u> </u>	N/A	
			Yes	<u> </u>	\$ <u> </u>	

- Recycled Page Paper.** The Agency prefers paper stock used in the production of page paper to be manufactured with recycled content when the price is the same or less when compared with paper stock manufactured with virgin material and the paper stock meets the specifications detailed in *Appendix A (C-3)*. If the qualifying recycled paper stock is available, forward a sheet of the paper stock to the Agency with this completed form.

Response Box 8 **Recycled Paper Stock for Page Paper**

Is a recycled version of Featherweight Opaque™ available for use to produce page paper? See <i>Part VII, Par. "C."</i> The Contractor is not required to engage in a long research analysis in order to respond to this question.					No	<u>X</u>
					Yes	<u> </u>
Acts/Code	Brand	No. of Weeks to Receive Paper Stock	Modified Base Price			Complete this Portion Only if Responding <u>Yes</u> Above
	Featherweight Opaque™	<u> </u>	No	<u> </u>	N/A	
			Yes	<u> </u>	\$ <u> </u>	



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- F. Extra Features Added to Volume VI of the Code.** The Contractor will be required to add a bind-in paper page to the end of Volume VI of the Code, which will include two pockets. The first pocket will include a standard sized CD-ROM and 4 3/4 x 4 3/4 paper slip delivered to the Contractor by the Agency and the second pocket will include a space for a standard sized CD-ROM and 4 3/4 x 4 3/4 paper slip delivered to the Agency's customers by the Agency in 2013. The Contractor may be required to add a small sticker to the front cover Volume VI indicating that a CD-ROM is part of the Code. Such sticker will be delivered to the Contractor for placement on the front cover of the volume. The Agency understands that this may be labor intensive.

Response Box 9
New Features to Code Volume VI

Please indicate information regarding the addition of new features to the Code.			
Code Volume VI	Additions to	Bind-in Page	Sticker
	Base Contract Price	\$ <u>2,236.00</u>	\$ <u>1,699.00</u>
	Estimated Number of Extra Days	<u>1 day</u>	<u>3 days</u>



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III. SUBCONTRACTOR INFORMATION

A. Production. It is assumed that the Contractor will not use a subcontractor to produce a publication.

Response Box 10
Use of Subcontractors to Produce a Publication

Verify that the Contractor <u>will not</u> use subcontractors to produce a publication.		No: Will Not Use Subcontractors Again this Year	<u>X</u>
		Yes: Will Use Subcontractors this Year	—
Explanation	Name	Complete this Portion Only if Responding <u>Yes</u> Above	
	Address		
	Contact Information		
	Duties		



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B. Delivery. It is assumed that the Contractor will use one of the same subcontractors authorized for use when delivering the 2011 edition of the Iowa Acts.

Response Box 11
Subcontractor Information

Will the Contractor use one of the same couriers authorized for the delivery of production items and one of the same freight companies authorized for the delivery of the 2011 edition of the Iowa Acts?			Yes	<u>X</u>
			No	<u> </u>
Delivery Items	Subcontractor Information	Change	Complete this Portion Only if Responding <u>No</u> Above	
Courier (Production Items)	United States Mail Service; FedEx Corp®; or United Parcel Service, Inc. (UPS®)			
Freight Companies (Publications)	Roadway® Express, Inc.; Con-way® Freight; or King Solutions Inc.			



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IV. MANAGER INFORMATION

- A. Production and Delivery Managers.** It is assumed that the Contractor will use the same production and delivery managers that the Contractor used to produce and deliver the 2011 edition of the Iowa Acts. The production and delivery managers are responsible for day-to-day operations, and are available for consultation by the Agency on a regular basis. See Appendix F (C-3).

Response Box 12
Production and Delivery Managers

Will the Contractor use the same production and delivery managers, and if so, is their contact information correct?				Yes	<u>X</u>
				No	—
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Paul O'Neill	Beth Riege			
Title	Account Representative Manufacturing and Client Services	Account Representative Manufacturing and Client Services			
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive Eagan, MN 55123			
Tele.	(651) 687-6139	(651) 848-4196			
Fax	Not applicable	Not applicable			
E-Mail	paul.o'neill@thomsonreuters.com	beth.riege@thomsonreuters.com			
Pager	(612) 622-6513	(612) 621-2303			



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- B. Contract Managers.** It is assumed that the Contractor will use the same contract managers that the Contractor used to produce and deliver the 2011 edition of the Iowa Acts. The contract manager for the Contractor is authorized to discuss any issue relating to the interpretation of a provision of the Contract Form (C-2). See Appendix F (C-3).

Response Box 13 Contract Managers

Will the Contractor use the same contract managers and, if so, is their contact information correct?				Yes	<u>X</u>
				No	—
Facts	Managers		Change		Complete this Portion Only if Responding <u>No</u> Above
	Primary	Secondary	Primary	Secondary	
Name	Jackie Wrolstad	Ellen Gillespie			
Title	Contract Administration Specialist	Senior Director, Customer Contract Management			
Addr.	610 Opperman Drive Eagan, MN 55123	610 Opperman Drive (D5-S514) Eagan, MN 55123			
Tele.	(651) 848-3623	(651) 687-5888			
E-Mail	jackie.wrolstad @thomsonreuters.com	ellen.gillespie @thomsonreuters.com			

- D. Authorized Negotiating Representative.** It is assumed that the Contractor will use the same authorized negotiating representative that the Contractor used to produce and deliver the 2011 edition of the Iowa Acts. The authorized negotiating representative may negotiate and execute a contract or any amendments to the contract on behalf of the Contractor based on this Proposal Form. See Appendix F (C-3).

Response Box 14 Authorized Negotiating Representative

Will the Contractor use the same authorized negotiating representative and, if so, is the representative's title correct?			Yes	<u>X</u>
			No	—
Facts	Representative	Change	Complete this Portion Only if Responding <u>No</u> Above	
Name	Ellen Gillespie			
Title	Senior Director, Customer Contract Management			



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V. FINAL COMMENTS

- A. Appendices.** The Contractor must review the Appendices (C-3) and verify that it can comply with all standards and specifications applicable to the Contractor.

Response Box 15
Compliance

Is the Contractor prepared to comply with all standards stated in the Appendices?		Yes	<u>X</u>
		No	<u>—</u>
Explanation of any Reservations			Complete this Portion Only if Responding <u>No</u> Above



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- B. Additional Comments.** The Contractor may provide any additional comments as required to further explain a response made to any question included in this Request Form or to an alternative to a requirement stated in this form which satisfies the objectives of this form.

Response Box 16
Additional Comments

Bind-in w/ CD-ROM – It is the understanding of West Publishing Corporation that the Iowa Legislative Services Agency will be providing West with the bind-ins that include the first years CD-ROM and insert already in the bind-in. Prior to moving forward with production, West will require the Agency to provide a sample bind-in in order to make sure the selected bind-in will work with the manufacturing equipment onsite in the West Publishing Corporation manufacturing facility. The bind-in cannot exceed the trim size of the book, West can provide specification requirements upon request.





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VI. AUTHORIZED SIGNATURE

A person authorized by the Contractor must sign and date this proposal for both publications. The signed proposal as submitted to the Agency shall bind the Contractor to the terms and conditions of this form for 30 days from the date of signing.

Response Box 17
Signature of Authorized Representative

 Name	 Title	<u>Sep 1. 24. 12</u> Date
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VII. DESCRIPTION OF CHANGES FROM PRIOR YEAR CONTRACTS AND ASSUMPTIONS

- A. Modeled Upon the 2011 Contract.** In order to better account for changes in the contract, the Contract Form (C-2) and Appendices Form (C-3) are based on the 2011 forms executed by the parties for the production and delivery of the 2011 edition of the Iowa Acts and the 2011 editions of the Iowa Code and Code Supplement.
- B. Index Volume Discontinued.** An index volume will not be produced as part of the Code. Each volume will continue to include a skeleton index.
- C. Production and Workmanship Standards.** The production and workmanship standards required to produce the Acts will not significantly change from the production standards used to produce the 2011 edition of the Iowa Acts. The production and workmanship standards required to produce the Code will not significantly change from the production standards used to produce the 2011 edition of the Iowa Code. See *Appendix A (C-3)*.
- 1. Page and Signature Counts.** For the Acts, each publication will have approximately 2% additional pages and signatures than for the 2011 edition of the Iowa Acts. For the Iowa Code, each publication will have approximately 4% additional pages and signatures than the statutory volumes of the 2011 edition of the Iowa Code. Note, the overall page/signature count will decrease because an index volume will not be produced.

Number of Pages/Signatures Per Publication

Publication	Past Edition		Current Edition (Estimated Count)	
Acts	2011	816/25 1/2	2012	832/26
Code	2011 (statutory volumes)	10,960/342 1/2	2013	11,392/356

- 2. Paper Stock for Page Paper.** In 2010, the Agency changed the stock paper used to produce page paper for the 2010 edition of the Iowa Acts and "white" page paper for the 2011 edition of the Iowa Code to Featherweight Opaque™. The Agency will again use this paper stock for the publication of the Acts and Code.
- a. Recycled Paper Stock.** The Agency prefers the paper stock be manufactured with recycled material if the quality is comparable and the cost does not increase. However, the 2010 and 2011 editions of the Iowa Acts, and the 2011 editions of the Iowa Code and Code Supplement were produced using nonrecycled paper stock.
- b. Pink Pages.** The Code will no longer use pink pages. All pages will be produced using the same paper stock. See *Table A-2*.
- 3. Page Composition and Printing Specifications.** The following is the page composition and printing specifications for the publications.
- a. Acts.** For the Acts, the pages will continue to be composed in a single-column format corresponding to the 2011 edition of the Iowa Acts.



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- b. **Code.** For the Code, the pages will be composed primarily in a single column corresponding to the 2011 edition of the Iowa Code. Note certain pages providing for tables, a historical outline, and a skeleton index will use a double-column format.
- 4. **Construction Specifications.** The construction specifications have not changed from construction specifications required for the 2011 edition of the Iowa Acts and the 2011 edition of the Iowa Code with limited exceptions relating to book decoration. See *Appendix B (C-3)*. The book decoration for the Acts will remain the same except as necessary to change information regarding the edition (e.g., the number of the General Assembly and the year). The book decoration for the Code will remain the same except as necessary to change information regarding the edition (e.g., year). Note, the font used on the cover of the Acts and Code will be Century Schoolbook, even though the font used in page composition will be Imperial BT.
- 5. **Volume VI—Additional Features.** The Contractor is not responsible for the production or delivery of CD-ROMs.
 - a. **Bind-in.** Volume VI of the Code will contain a bind-in paper page to the end of the volume which will include a standard sized CD-ROM and paper slip delivered to the Contractor by the Agency and a second pocket which will include a CD-ROM and a paper slip delivered by the Agency to its customers. See *Table 13-4*.
 - b. **Sticker.** Volume VI will have a sticker attached on its front cover identifying that it includes a CD-ROM. See *Table 13-4*.
- D. **Waiver of Trial Digital Proofs.** The Agency waives the requirement that the Contractor provide a set of digital proofs as part of Trial Performance. See *Appendix B (C-3)*.
- E. **Delivery Standards.** The delivery standards have not changed from delivery standards required for the 2011 edition of the Iowa Acts and the 2011 edition of the Iowa Code with limited exceptions. Generally, the number of orders at each destination may change as well as the names of the contact persons. See *Appendix C (C-3)*.
 - 1. **Sample Books.** Upon request, the Agency will deliver the Contractor a copy of the 2011 edition of the Iowa Acts or the 2011 edition of the Iowa Code.
 - 2. **Specifications for Packaging (and Loading) Production Items and Publications.** The packaging (and loading) specifications have not changed other than labeling the cartons or boxes to indicate the publication's edition.
 - 3. **Destination for Production Items.** Ms. Leslie Hickey will continue to receive sample covers for approval and Mr. Roger Karns will continue to receive the digital proof set for approval in the same manner as Ms. Hickey and Mr. Karns received and approved those production items for the 2011 edition of the Iowa Acts and the 2011 Code Supplement. Mr. Karns will receive sets of assembled pages. See *Appendix F (C-3)*.
 - 4. **Delivery of Sets of Assembled Pages.** The Contractor is required to deliver five sets of assembled pages rather than seven sets.
 - 5. **Delivery of Publications.** This year the Agency is ordering 1,500 publications for the Acts, a 17% reduction from the 2011 edition order of 1,800, and 3,800 publications for the Code, a 8.4% reduction from the 2011 edition order of 4,150. The following requirements apply to the normal and special delivery of the publications. See *Appendix C (C-3)*.
 - a. **Normal Delivery.** For normal delivery, the publications will continue to be shipped to the Grimes Building according to the same conditions as part of normal delivery. As in past years, the exact number of publications ordered as part of normal delivery will depend upon the number



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of publications ordered as part of special delivery.

Number of Publications Ordered as Part of Normal Delivery

Publication	Past Editions		Current Edition	
Acts	2011 edition	1,092	2012 edition	978
Code	2011 edition	3,241	2013 edition	2,860

- b. **Special Delivery.** The Agency expects that the Acts and Code will be delivered as part of special delivery to the Judicial Building and Iowa's eight judicial districts in the same manner as the 2011 editions of the Iowa Acts were delivered in 2011. The final number of ordered publications dedicated for special delivery may not be known until after the contract is executed. However, it is expected that the number will be within a range of 5% for each publication.

Number of Publications Ordered as Part of Special Delivery

Publication	Past Editions		Current Edition	
Acts	2011 edition	708	2012 edition	522
Code	2011 edition	909	2013 edition	940

5. **Destinations.** The Contractor delivered the 2011 edition of the Iowa Acts by drop shipment to the Iowa Judicial Building, one destination in the 4th, 6th, 7th, and 8th judicial districts, and by mail or courier to multiple destinations in the 1st, 2nd, 3rd, and 5th judicial districts. It is expected that the Contractor will deliver the publications by drop shipment or by mail to the same locations. However, for purposes of completing this form, assume that the publications will be delivered by drop shipment to one destination in each judicial district.

Publications Delivered as Part of Special Delivery

1st District	2nd District	3rd District	4th District
Black Hawk Co. Courthouse 316 E. 5th St. Waterloo, IA 50703	Webster Co. Courthouse 701 Central Ave. Fort Dodge, IA 50501	Woodbury Co. Courthouse 620 Douglas St. Sioux City, IA 51101	Pottawattamie Co. Courthouse 227 S. 6th Street Council Bluffs, IA 50502
5th District	6th District	7th District	8th District
Polk County Courthouse 500 Mulberry St. Des Moines, IA 50309	Linn County Courthouse 3rd Ave. Bridge Cedar Rapids, IA 52401	Scott County Courthouse 416 W. 4th Street Davenport, IA 52801	Court Administration 211 E. 4th Street Ottumwa, IA 52501

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